The following is to ensure school-level parent and family engagement plans meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA).

**Assurances**

The above-named school agrees to the following assurances:

* Involve parents of children served in Title I, Part A in decisions about how Title I Part A funds are spent;
* Carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA;
* Jointly develop/revise plan with parents and make available to the local community;
* Involve parents and families in planning, reviewing, and improving school-wide program plan;
* Use the findings of the parent and family engagement plan review to design strategies for more effective engagement, and to review, if necessary, the school’s parent and family engagement plan;
* Provide each family with timely notice information regarding their right to request information on the professional qualifications of the student’s classroom teachers and paraprofessionals;
* Notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher(s) who is out of field;
* Provide each family with an individualized student report about the performance of their child(ren) on the State assessments [ESEA Section 1116]

**Mission Statement**

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| **1. Does the mission statement include:**How the parent and family engagement plan is a shared responsibility?How the parent and family engagement plan will assist in providing high quality instruction for all learners? | Working collaboratively with our parents and all stakeholders, Cherokee School is committed to developing successful students that are equipped with the skills necessary to become productive citizens in the future. It is our belief that parent and family engagement is an important driving force in a child’s education, and is a shared responsibility. Cherokee staff believes that it takes a village to raise a child. The staff is committed to working jointly with parents and family to develop a plan for activities and workshops, in order to support the high-quality instruction needed for all learners to be successful. Cherokee School will host multiple curriculum events aligned to grade-level standards to model instructional strategies for home and school. Therefore, we encourage the involvement of parents and community members in all school activities. |

**Involvement of Parents**

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| **2. Does the plan include:**How the school will involve the parents and families in an organized, ongoing, and timely manner in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used [ESEA Section 1116]? | Cherokee School will ensure the organized, ongoing and timely manner of involving parents through the following methods:* Connect Orange Messages
* Flyers
* Email
* Student planners
* Newsletters
	+ - * Home-to-School and School-to-Home Communication
* School Website
* And other known best practices as needed

Cherokee School will involve families in the planning, review and improvement of Title I programs, including involvement in the decision making of how funds for Title I will be used by: Attending* Title I Annual Meeting
* School Advisory Council (SAC) meetings

Participating In* Parent and Family Engagement capacity-building activities

Reviewing* Academic data
* Previous School Year Parent and Family Engagement Plan
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**Coordination and Integration with Other Federal Programs**

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| **3. Does the plan include:**How the school will coordinate and integrate parent and family engagement programs and activities?How the school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home [ESEA Section 1116]? | Through a host of planned events, Cherokee School will coordinate and integrate parent and family engagement programs/activities throughout the school year. The activities will inform and teach parents how to help their child(ren) at home through the implementation of various best-known practices that are linked to instruction and learning. Below you will find the delineated program and coordination for each school-based program. |
| **Program** | **Coordination** |
| Transition to Home Schools for all Students | All of our students are working on being able to return to their home schools by being able to manage their behavior. Meetings will be held to discuss student needs and develop new IEPs. We will utilize our guidance and safe coordinator who will work closely with our transitioning students. |
| Title I | The Principal and Title I Contact will coordinate with the Title I office to provide opportunities for parent and family engagement at home, at school and in the community. |
| Title II | Cherokee School will continue to work on informing parents of Florida Standards. Teachers will learn about these standards through Title II funds. |
| Title X | McKinney-Vento Program provides support to our homeless students. |

**Annual Parent Meeting**

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| **4. Does the plan include:**A description of the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school’s Title I program? A description of the nature of the Title I Program that is shared with parents (schoolwide or targeted assistance)?A description of how the meeting will cover adequate yearly progress (AYP), school choice, and the rights of parents are covered at the annual meeting?  | Cherokee School will host an annual Title I meeting to inform parents and families of children participating in Title I program at the beginning of the school year. We will host a single meeting to educate parents via the following methods: * Annual Yearly Progress (AYP) via PowerPoint Presentation and handouts
* School Choice via district handouts and policies
* The rights of parents via brochure and other resources

Parents and families are informed of the nature of the Title I program through the following statement: Title I schools receive services from the largest federal aid to education program in existence. Title I has been in existence since 1965 and continues to level the academic playing field for children victimized by poverty. Title I funds provide services and educational programs to help students achieve. Title I/MigrantPrograms administer in excess of $500 million in federal funds to school districts and agencies in Florida for high quality supplemental instruction and support services for educationally disadvantaged children. Our mission is to provide leadership and technical assistance to local education agencies (LEAs) and local operating agencies (LOAs) to implement programs and services that ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. We provide service to local school districts, agencies, private schools and local neglected and delinquent institutions for Title I, Migrant, and Homeless Programs. For more information please visit the Florida Department of Education, Office of Title I Programs and Academic Intervention Services at <http://www.fldoe.org/bsa/title1/title_compile.asp> and le our district’s Title I website <https://www.ocps.net/departments/title_i>. Below are the specific steps that Cherokee School will take to conduct the Title I Annual Meeting. |
| **Activity/ Task** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Notices sent home to parents in English and/or other languages | PEL, Administrator, PEL, Staffing or Title I Coordinator | September 6, 2019 | Copy of notice with date of dissemination |
| Agenda and presentation material developed | School Administrators | September 11, 2019 | Copies of Agenda |
| Develop Sign-in Sheets | Title I Coordinator | September 11, 2019 | Sign-in sheets |
| Connect Orange message sent | School Administrators | September 11, 2019 | Copy of message |
| Conduct Title I Annual Meeting | School Administrators | September 11, 2019 | Copies of Agenda and handouts |
| Maintain documents | Title I Coordinator | September 13, 2019 | Copies of all documents |

**Flexible Parent Meetings**

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| **5. Does the plan include:**How will the school offer a flexible number of meetings, such as meeting in the morning or evening? How will the school provide, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement [ESEA Section 1116]? | Cherokee School will offer a variety of flexible parent meetings by implementing the following: * Morning, afternoon and evening opportunities for activities and teacher conferences
* Developing and distributing a yearlong calendar in the first weeks of school and update as needed
* Conduct parent surveys and use results to accommodate most requested times for school-wide activities

As it pertains to services related to parent and family engagement, the school will provide the following:* Transportation to a minimum of 1 Parent Academy
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**Building Capacity**

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| **6. Does the plan include:**How the school will implement activities that will build the capacity for meaningful parent/family engagement? How will the school implement activities that will build relationships with the community to improve student achievement? How the school will provide material and training to assist parents/families to work with their child(ren)?How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]? | Cherokee School takes pride in building the capacity of all key stakeholders who play a vital role in the academic success of our students. We provide both internal and external workshops and activities that strengthen these relationships throughout the school year. Our doors are open to the community through the implementation of activities during and after school that community members and organizations can volunteer to support through our Partners In Education (PIE) coordinators as well as our ADDitions coordinators. Our Parent Engagement Liaison (PEL) will be a main point of contact for parents to receive resources, support, and information about activities that engage parents and family. Our teachers will also share information about activities and events to support our Parent Engagement Liaison. Below are the specific steps that Cherokee School will take to build capacity for meaningful parent and family engagement. |
| **Activity/ Task** | **Person Responsible**  | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Meet the Teacher | Principal/CRT/Parent Liaison | General information provided to parents for the school year, community resources available to parents, school tours will be conducted for our families. | August 2019 | Connect Orange, Marquee, flyers |
| Progress Report Conference Night | Classroom Teachers | Teachers will conduct individual conferences to discuss child’s test results, expectations, progress toward benchmarks, and individual needs. | September 2019 | Connect Orange, Marquee, flyers |
| Academic School Wide Workshops | CRT/PEL/ Classroom teachers | Parents will interact with their students while learning a targeted skill. | One in:* October
* November
* January
* February
* March
 | Connect Orange, Marquee, flyers |
| Thanksgiving Luncheon |  PEL | Increased parental awareness of school events and participation. To build stronger school/parent relationship | Ongoing | Connect Orange, Marquee, flyers |
|  Newsletter, website, daily planners, email communication, Social Media  | Principal, Assistant Principal, Classroom Teachers, PEL | Parents and students will have access to information about school events/ activities | Ongoing | Connect Orange, Marquee, flyers |

**Staff Development**

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| **7. Does the plan include:**A description of the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff:- with the assistance of parents/families, in the value and utility of contributions of parents/families? - in how to reach out to, communicate with, and work with parents/families as equal partners? - in implementing and coordinating parent/family programs, and in building ties between parents/families and the school [ESEA Section 1116]? | Cherokee School strives to build the capacity of all school staff. Throughout the year, various professional development activities are provided to educate the teachers, specialized instructional support personnel, administrators, other school leaders and other staff to build capacity in parent and family engagement. Below are the specific activities and tasks that Cherokee School will implement to build capacity for meaningful parent and family engagement. |
| **Activity/ Task** | **Person Responsible**  | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Parent and Family Engagement Professional Development Module 1 - Building Strong Partnerships with Parents and Families | Parent Engagement Liaison, School Administration, Title I Coordinator | Improved school staff resources to create a welcoming school environment, understand and value the importance of parent and family engagement, and maintain strong school to home partnerships | October 2019 – November 2019 | Sign-in sheets, exitslips |
| Parent and Family Engagement Professional Development Module 2:Building TiesBetween Home andSchool | Parent Engagement Liaison, School Administration, Title I Coordinator | Improved ability of staff to work with parents and families | November 2019 - January 2020 | Sign-in sheets, exitslips |
| Parent and Family Engagement Professional Development Module 3:Implementation andCoordination ofParent and Family EngagementPrograms | Parent Engagement Liaison, School Administration, Title I Coordinator | Increased parent and family participation in school activities which support student achievement | January 2020 - March 2020 | Sign-in sheets, exitslips |
| Parent and Family Engagement Professional DevelopmentModule 4:Communicatingand Working withParents as Equal Partners | Parent Engagement Liaison, School Administration, Title I Coordinator | Improved relationship, communication and collaboration betweenparents and school | March 2020 – May 2020 | Sign-in sheets, exitslips |

**Other Activities**

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| **8. Does the plan include:**How other activities, such as the parent resource center, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren) [ESEA Section 1116]? | Cherokee School will use various school resources to assist parents and families with their needs. The following are some of the school resources available to parents and families: * The ESE and Guidance office have a resource area that includes information about but not limited to the following:
	+ Counseling Services
	+ Homeless Education
	+ Retention
	+ Exceptional Education Services
	+ Behavioral Support Services
	+ And other resources outside of the school
* District Parent Academy and Virtual Academy events offered throughout the year.
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| **Activity/ Task** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Resource Area | Guidance Counselor, Parent Engagement Liaison, Social Worker, Behavior Specialist, Safe Coordinator | Ongoing | Sign-in Sheets |
| Parent Orientation | PEL, Guidance Counselor | Ongoing | Sign-in Sheets |
| Virtual Academy | Parent Engagement Liaison | October 10, 2019- Beyond the classroomDecember12, 2019- With Math We CanFebruary 20, 2020- STEM Works! Interactive and  Fun AdventuresApril23, 2020- Digital Messages for 21st  Century Learners  | Flyers Parent Registration, Media Center Sign-in Sheet  |
| Parent Academy | Parent Engagement Liaison | September 14, 2019- A Balanced Beginning November 2, 2019- Parents as PartnersMarch 28, 2020- New Year-New You:  Health Choices for School and HomeMay 16, 2020- Do your best on the Test | Parent Registration PicturesFlyers |
| Chat & Chew | Parent Engagement Liaison | Ongoing | Flyers, Pictures, Presentation Materials, Sign-In Sheets, |

**Communication**

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| **9. Does the plan include:**How the school will provide timely information about the Title I programs? How the school will describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain? How, if requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren)?How the school will submit parents/ families comments if the schoolwide plan is not satisfactory to them [ESEA Section 1116]? | Cherokee School will maintain timely communication about Title I programs through the following: * Hosting the Title I Annual Meeting
* Conducting New Parent Orientation every month for parents new to the school to cover Title I programs

Teachers and other staff members will support parents’ understanding of curriculum, forms and assessments used to measure progress and expected achievement through the following: * School Compact
* Progress Report Nights
* Planners
* Parent Conferences
* Connect Orange Messages

Parents will be included in the formulation of suggestions and decision making through the following:* One-on-one meetings with teachers, administrators, and/or support personnel
* Parent Surveys
* Participation in SAC to review the School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP), and School Compact

If the school-wide plan is not satisfactory to parents, feedback will be presented at the SAC meeting for discussion, review, and needed updates.  |

**Accessibility**

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| **10. Does the plan include:**A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?A description of how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand?  | Cherokee School will establish a host of opportunities for parents and families to participate in school activities through ensuring multiple levels of access for parents and families. The following methods will be used:* Activities will be offered at multiple times throughout the day for parents and families to participate during the morning, afternoon and evening.

We will share information through various best-known practices in multiple languages in order to reach the highest number of parents and families. The following outlines some of those methods:* Home-to-school and school-to-home communication in English and/or other languages
* Student planners
* Flyers
* Connect Ed messages
* Newsletters
* School Website
* Email
* And other known best practices as needed
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**Discretionary Activities (optional)**

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| **11. Does the plan include:**Any activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.) | Cherokee School will utilize Title I, Part A funding for additional activities to support student achievement. Although not required, these activities support student achievement. Below are additional activities and tasks that Cherokee School will implement that are funded by Title I, Part A. |
| **Activity/ Task** | **Person Responsible**  | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Provide training opportunities to parents to enhance the engagement of other parents. | Parent Engagement Liaison  | Increase the engagement of parents and their knowledge of student’s level of performance and needs in the classroom. | Ongoing | Sign-in sheets, Parent program survey |
| Maximizing parent engagement and participation in their children’s education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school. | Principal; CRT ,Teachers, Principal Leadership Team | Increase the engagement of parents and their knowledge of student’s level of performance and needs in the classroom. | Ongoing | Sign-in sheets, Parent program survey |

**Barriers**

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| **12. Does the plan include:**A description of the barriers that hindered participation by parents/families during the previous school year? A description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children [ESEA Section 1116]? | Cherokee School, after reviewing the previous years’ Parent and Family Engagement Plan and accompanying feedback, acknowledges the existence of the following barriers to parent and family engagement:* Language
* Education
* Economically disadvantaged
* Communication

Below are the specific steps that Cherokee School will take to address barriers that existed in the previous year. |
| **Barriers (Including the Specific Subgroup)** | **Steps the School Will Take to Overcome** |
| Language barrier (ELL) | Provide Creole and Spanish translation as needed. |
| Education barrier (FRL, SWD, ELL) | Open House – preview of the grade level expectations for the year. Explain education terminology in a way that all are able to understand (i.e. Instead of just using the words fluency, fact family, etc.) we will accompany these terms with a definition and model strategies accordingly.  |
| Economically disadvantaged (FRL) Provide | Provide food during some evening events, free lunch for all students, clothing, Thanksgiving food baskets, Christmas gifts and food. PTA purchases various items for students. |

**School-Parent Compact**

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| **13. Does the plan include:**As a component of the school-level parent and family engagement policy/plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement? | Provide a scanned copy, with this document, of the School-Parent Compact and evidence of parent input in the development of the Compact.  |

**Adoption**

The Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by ***parent feedback on PFEP evaluation forms.***

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| **One year.** |

This policy was adopted by the school on and will be in effect for the period of

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The school will distribute this policy to all parents of participating Title I, Part A children on or before

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| **Signature of Authorized Personnel** |  |
| **Date** |  |

Provide evidence that this policy has been developed with input from parents based on the review of the previous school year’s Parent and Family Engagement Plan, if applicable. (*previously referred to as the Parent Involvement Plan – PIP)*

The following documents can be scanned with this document and submitted as evidence:

* Parent surveys of previous year’s events and activities
* Any SAC and/or PTA artifacts with Title I/PFE topics on the agenda
* Parent Feedback Summary of PFEP Evaluation
* Parent and Family Engagement Activities Tracking Form